



STATE OF NEVADA
Nevada State Board of Massage Therapists
111 W. Telegraph St., Suite 200
Carson City, Nevada 89703

Governor Kenny Guinn

MINUTES

August 21, 2006, 10:00 am

BOARD MEMBERS

Reagan Alexander
Karen Sartell*
Billie Shea*
Joe Cracraft*

BOARD MEMBERS:

Paula Spradling*
Michelle Viesselman*
Deborah Wenig*
Linda White *

*Present

LOCATION:

Nevada Department of Justice
Office of The Attorney General
100 North Carson Street
Carson City, Nevada 89701

VIDEO CONFERENCE LOCATION:

Grant Sawyer State Office Building
Attorney General Conference Room 4500
555 E. Washington Ave
Las Vegas, Nevada

1. Roll call/Introduction of Board Members

Reagan Alexander was absent. All other members were present.

2. Discussion/Approval of the acceptable interview procedures

- a. Discussion of appropriate questions to ask applicants
- b. Discussion on guidelines of conduct to maintain efficiency during the interview
- c. Discussion of selection criteria of the applicant
- d. Discussion of protocol for voting on the candidates

After discussion regarding the above points, the Board decided to use the following procedure to nominate candidates for the Executive Director position.

Keith Marcher would ask each candidate the following eight questions in the order the questions are presented below.

At a previous place of employment describe an incident that was difficult for you to handle. Tell why it was difficult, how you handled it and the outcome. In hindsight and knowing what you know today, would you have handled this incident differently?

If changes are required in the personal and/or professional behavior of an administrative assistant, what approaches would you use to facilitate these changes?

What techniques have you used to create a positive work environment at your previous places of employment?

Considering your own strengths and needs, what do you perceive to be the most challenging aspect of this position?

In the everyday management of the board's business, you may be asked to address issues that will require legal opinions. Can you give examples of issues that may need referral to the Deputy Attorney General?

What technique(s) do you use to calm your self when you are becoming stressed on the job?

As Executive Director you will be responsible for managing the finances of the board. What are the budgetary items that are included in that responsibility?

Do you have any question of the committee members?

The Board asked the candidates to wait in the hallway until it was their turn to be interviewed. Therefore, no candidate had an unfair advantage of having heard the questions prior to being interviewed. The candidates all agreed to this procedure. As the candidates responded to the questions, Board members asked for clarification or asked additional questions if more information was needed..

3. Interview of candidates.

The Candidates were interviewed per the following schedule:

10:15 – 10:45	Shane Marquardt
10:45 – 11:15	Lee Bucholz
11:15 – 12:00	Conrad Frederickson
12:00 – 12:30	Lorrie Adams
12:30 – 1:30	Lunch Break
1:30 – 2:00	Melissa Mendoza
2:00 – 2:30	Shelly Gall
2:30 – 3:00	Ken Eddy
3:00 – 3:30	Lisa Cooper

Keith Marcher explained to each candidate that he would be asking a set of eight questions and that the Board members may have additional questions or may ask for clarification on a response to a prior question a candidate had been asked. Billy Shea thanked each candidate for taking the time to be interviewed and for expressing interest in the State Board of Massage Therapists. She explained that the Board was conducting interviews all day and would then deliberate which candidate would be a best fit for the Executive Director position. The position would then be offered to that individual and if it were accepted, everyone would be informed of the outcome within the next few weeks.

4. Discussion/possible decision/vote for the preferred candidate

Karen Sartell suggested, instead of having a discussion debating the pros and cons of each candidate, that each Board members state their top two candidates. The majority of members named Lisa Cooper and Lorrie Adams as the top two candidates. Karen Sartell proposed that the nominations be closed and that Lisa Cooper and Lorrie Adams be considered the two candidates that would be considered for the Executive Director position. Joe Cracraft seconded the proposal and the Board voted unanimously to close the nomination.

5. Discussion/possible decision of the salary for the successful candidate

After discussion, the Board asked Billie Shea if she would be willing to check references of these two candidates and to make them an offer, negotiating with the candidate within the range of the

job description, \$50 - \$63 thousand. Michelle Viesselman proposed that Lisa Cooper be offered the position first and, then if she refused, Lorrie Adams would be offered the position. Joe Cracraft seconded the proposal and the vote was unanimous.

6. Discussion/possible decision on setting date and time for next meetings
The time for the next meeting was moved from 1:30 pm to 10:00 am.

7. Discussion/possible decision on the agenda points for the next meeting.
Suggested items for the next meeting were: budget, administrative codes, establishing an office, PERS, discussion of furniture, electronic equipment, exemption for somatic body works, how to handle questions regarding handing over background checks to the Board, and if work cards and health cards are still needed.

8. Public Comments
Jim Rickett from the city of Las Vegas stated that there has been confusion regarding the licenses and the city is getting many calls asking if they need to maintain their local licenses. He stated that massage therapists needed to maintain their local licenses and he suggested that any questions be directed to the new head of the Business License Office, Carol Klinkhammer, phone 229-5279.

9. Adjournment
The meeting adjourned at 4:45 pm.